

MADERA COUNTY

COUNTY COUNSEL

DEFINITION

Under general administrative direction, to plan, direct, manage, and oversee the functions, operations, and programs of the County Counsel's Office; to provide complex legal services and opinions; to perform legal research; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, professional, administrative, and secretarial staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plans, directs, manages, and oversees the function, operations, and programs of the County Counsel's Office; serves as counsel for the County and the Board of Supervisors; develops and administers assigned budgets, prepares budget requests, and controls expenditures; selects, directs, supervises, trains, and evaluates assigned staff; researches and writes complex legal opinions; serves as trial advocate in civil litigation; defends the County in legal actions; confers with and advises boards, commissions, special districts, and County staff on legal matters; prepares drafts of contracts, notices, ordinances, resolutions, and other legal documents and instruments; prepares researches and drafts pleadings and motions for County civil cases; prepares and responds to discovery in civil cases; prepares appellate briefs for cases on appeal; appears at administrative law hearings; prepares civil cases; provides consultation for other County Counsel legal staff on questions of evidence and law procedure related to specific legal problems; serves on inter-County committees and boards; oversee work of outside legal counsel on County civil cases and public finance matters.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics and functions of a County Counsel's Office including the duties, powers, limitations, and authorities of the County and of the County Counsel.

Principles of civil, constitutional, and administrative law.

Judicial procedures and the rules of evidence.

Principles, practices, methods, and materials of legal research.

Legal procedures and documents used in court cases.

Precedent decisions impacting County operations.

County ordinances and rules.

Knowledge of:

Statutes and codes applicable to civil proceedings.
Principles and practices of budget development, preparation, and expenditure control.
Principles and practices of public finance.
Principles and practices of supervision, training, and performance evaluation.
Statutes and codes applicable to California public agencies.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Plan, direct, manage, and oversee the functions and activities of the County Counsel's Office.
Develop and prepare an assigned budget and control expenditures.
Serve as a legal resource for other County Counsel staff.
Research, analyze, and apply legal principles, facts, evidence, and precedents to legal problems.
Draft legal documents such as ordinances, resolutions, statutes, contracts, and notices.
Present statements of fact, law, and argument clearly and logically in written and oral form.
Deal tactfully and courteously with others when representing local government interests and the County Counsel's Office.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Seven years of progressively responsible legal experience including three years of management and supervisory experience comparable to that of an Assistant County Counsel with Madera County.

Training:

Graduation from an accredited school of law.

License or Certificate:

Active membership in the California State Bar Association.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: May, 1995